



City of Morgan Hill
Seeks an Enthusiastic Individual for the Position of

RECREATION FACILITY BUILDING COORDINATOR



POSITION DESCRIPTION

The Recreation Facility Building Coordinator is responsible to oversee and manage the operations and activities/events of the City's Recreation Facilities during evening, weekend, and holiday hours.

ESSENTIAL DUTIES

- Ensures evening and weekend staff and security guard(s) work together well during all phases of facility operations.
- Coordinates and oversees scheduled activities/events throughout the facility and is available to answer questions or provide additional customer service.
- Routinely walks through the facility, without being intrusive, to protect the mutual interests of the facility users by providing safe events that proceed as scheduled and planned.
- Provides department information to facility users as necessary.
- Assists in maintenance of the facility.
- Will provide coverage for other positions at the facility to ensure that quality customer service is provided at all times.
- Answers phones and uses computer software to assist customers in signing up for membership, registering for classes, or purchasing merchandise.
- Ensures facility is properly secured each evening to safeguard the facility from theft and vandalism.
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

Must be able to work independently, often with limited/no supervision or direction; adhere to safety procedures, practices and policies of each Recreation Facility and the City of Morgan Hill; establish and maintain effective working relationships with staff and the general public; communicate effectively, orally and in writing.

Education: Graduation from high school or GED equivalent.

Experience: Previous experience working large, diverse events preferred. Experience in building supervision a plus

Special Requirements: Position requires availability of 12 - 20 hours per week. Applicants must be willing to work flexible hours; including evenings, weekends, and holidays. Must have knowledge of methods, tools, and equipment used in the maintenance of public buildings and facilities; work safety practices and procedures. Must be able to lift boxes and other objects weighing up to 50 pounds; Possession of a valid California Class C driver's license in compliance with adopted City of Morgan Hill driving standards.

SALARY

This is a part-time position without benefits. The salary range for this position is \$14- \$16 per hour.

APPLICATION PROCESS

All applicants must submit a complete City of Morgan Hill Temporary Employment Job Application. Application can be obtained at:

Morgan Hill Community and Cultural Center
17000 Monterey Road
Morgan Hill, CA 95037

For additional information, contact Michelle Barte, Human Resources Representative, Recreation & Community Services, at 408-782-7271; Chris Ghione, Recreation Manager at 408-782-2128, Maureen Drowniany, Recreation Supervisor at 408-782-0008 ext. 504. Applications are available at Morgan Hill Community and Cultural Center, 17000 Monterey Road or can be downloaded at www.mhrecreation.com click on jobs/volunteer, click on part-time employment application.